

# STATE OF WISCONSIN

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MARK MILLER

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ASSEMBLY CHAIR  
MARK POCAN

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## JOINT COMMITTEE ON FINANCE

### MEMORANDUM

To: Members  
Joint Committee on Finance

From: Senator Mark Miller  
Representative Mark Pocan

Date: February 18, 2010

Re: 14-Day Passive Review Approval – Government Accountability Board

Pursuant to s. 13.685(8), Stats., attached is a 14-day passive review request from the Government Accountability Board, received on February 18, 2010.

Please review the material and notify **Senator Miller** or **Representative Pocan** no later than **Tuesday, March 9, 2010** if you have any concerns about the request or if you would like the Committee to meet formally to consider it.

Also, please contact us if you need further information.

Attachments

MM:MP:jm

# State of Wisconsin\Government Accountability Board

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JUDGE WILLIAM EICH  
Chair

KEVIN J. KENNEDY  
Director and General Counsel

February 16, 2010

The Honorable Mark Miller, Co-Chair  
Joint Committee on Finance  
317 East, State Capitol  
Madison, WI 53702

The Honorable Mark Pocan, Co-Chair  
Joint Committee on Finance  
309 East, State Capitol  
Madison, WI 53702

Dear Senator Miller, Representative Pocan and Committee Members:

In 2009 Wis Act 28, the biennial budget, the legislature provided a program revenue funding source for the Government Accountability Board to revamp its lobbying database and website. The Legislature also created §13.685 (8), *Wisconsin Statutes*, which provides:

**13.685 (8)** The board shall not enter into any contract for the purpose of upgrading the board's lobbying database and Internet site unless the board first submits the proposed contract to the cochairpersons of the joint committee on finance for review of the committee. If the cochairpersons of the committee do not notify the board that the committee has scheduled a meeting for the purpose of reviewing the proposed contract within 14 working days after the date of the board's submittal, the board may enter into the contract as proposed. If, within 14 working days after the date of the board's submittal, the cochairpersons of the committee notify the board that that the committee has scheduled a meeting for the purpose of reviewing the proposed contract, the board shall not enter into the contract unless the committee approves the proposed contract or modifies and approves the proposed contract. If the committee modifies and approves the proposed contract, the board may enter into the contract only as modified by the committee.

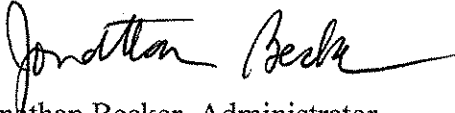
Pursuant to this statutory directive, I am enclosing a Statement of Work that the Board would like to enter into with the Division of Enterprise Technology in the Department of Administration to undertake the work of redeveloping the lobbying application and website. The group that will perform the work is the same group that recently developed the state's database application and website for the Office of Recovery and Reinvestment, which has received many accolades. To assist that group, and with that group's assistance and upon its recommendation, we are also proposing to hire a systems architect pursuant to the attached RFS – Order requisition.

RECEIVED  
FEB 18 2010  
BY: St. Finance

The Honorable Mark Miller  
The Honorable Mark Pocan  
February 16, 2010  
Page 2

If Committee members have any questions about this proposal, I will be happy to respond.  
Thank you for your consideration.

**Government Accountability Board**

A handwritten signature in black ink, appearing to read "Jonathan Becker", with a long horizontal flourish extending to the right.

Jonathan Becker, Administrator  
Division of Ethics and Accountability

cc: Committee Members  
Legislative Fiscal Bureau  
State Budget Office

# Statement of Work (SOW)

G.A.B. Lobbying Project

## Document Change Log

Prepared By	Title	Date	Version
David Grassl	App Manager	11/12/2009	1.0.0

## Revisions

Modified By	Reason	Date	Version
David Grassl	Add basic support model and Interface to DOR system requirement.	11/13/2009	1.0.1

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### 1. Introduction

The Government Accountability Board (G.A.B.) Ethics division met with DOA to evaluate their current Lobbying system. The current support resource is no longer available to support the system and G.A.B. is looking for a proposal to:

- 1) Recommend a Support Model for the Lobbying System.
- 2) Recommend an Infrastructure model to run the current and future Lobbying system software.
- 3) Recommendation to upgrade current software system

The G.A.B. Lobbying system manages Wisconsin Lobbying activity. This activity includes:

- Registration and Licensing of Lobbyists and Organizations
- Recording Lobbying Activity
- Filing of Reports by Lobbyists
- Public Reporting on Lobbying Activity
- G.A.B. Management of Registration, Legislation Information Management, Tracking Information for Each Legislative Session, and Developing Reports per business requirements.

The Lobbying system is hosted in the cloud and MS Access is used by G.A.B. to interface with the backend database.

### 2. Purpose

- Recommend a support structure for G.A.B. to successfully manage the Lobbying system:
  - Resources available to make modifications to the system to meet ongoing business requirements.
  - Provide a set of tools to allow G.A.B. or anyone G.A.B. appoints to manage web content, generate reports, and enhance web forms to process license information.
  - Architect a system which maximizes uptime and minimizes outages based on system changes needed.
  - Design a monitoring infrastructure that allows support staff to stay proactive with the performance of the website.
  - Outline a Release Management process to efficiently introduced new required software change with no adverse impact to the production environment.

- Recommend support infrastructure for the new Lobbying system:
  - Look at current hosted provider to host new solution.
  - New provider would need to support:
    - .net 3.5 Framework
    - AJAX
    - SQL Reports
    - IIS 7
    - SQL Server 2005 or 2008
    - SQL Reporting Services
  - Support resources needed for infrastructure.
- Lobbying system upgrade recommendation:
  - New Web Front End
  - Upgrade Backend SQL Server Datamodel
  - Introduce SQL Reports for Web Reporting Functionality
  - Interface to Department of Review
  - Migrate current information to new database design

### 3. Milestones

- Review SOW with G.A.B. Ethics Group.
- Complete analysis of current Lobbying system.
- Agree on hosted infrastructure solution and DOA support model.
- Complete new system design – G.A.B. Sign Off
- Implement new system and transition current users to new software complete.
- Complete development of training material. This will be available via new web portal.

### 4. Scope

#### 4.1. In-Scope

- Support of Lobbying System
- Setup and configuration of Infrastructure for new Lobbying System
- Design, Build, Implement, and Data Migration to new system.
- Migration existing reports from MS Access to SQL Reports.
- Train the trainers documentation

#### 4.2. Out-of-Scope

- Training end users

# Statement of Work (SOW)

G.A.B. Lobbying Project

## 5. Deliverables

### 5.1. Statement of work (SOW)

- Project Statement of Work
- Resources Required

### 5.2. Analysis of current Lobbying System

- Document workflow processes
- Document existing forms
- Document existing reports and determine what is needed to migrate to the new system.

### 5.3. Defined Support Model

- Hosted Service Vendor Defined
- DOA Support Resource Commitment
- Toolset Outlined so G.A.B. can manage web content, develop reports, and enhance forms.

### 5.4. Complete new system design

- Web Front End
- Data Model
- Web Reporting – Ad-hoc User Reports
- Identity Management (User Self Registration)
- Workflow – Web Forms

### 5.5. Implement New System


- Deploy software
- Migrate data and reports

### 5.6. Complete Development of Training Material

- Train the trainers

### 5.7. Deliverable Schedule

Deliverable	Target Date	Notes
Project Kickoff Complete	January 15th, 2010	Based on project being approved and resources available by this date.
Lobbying System Analysis Complete	January 29th, 2010	
Support Model Complete	January 29 <sup>th</sup> , 2010	
System Design Complete	February 26th, 2010	

	<b>Statement of Work (SOW)</b>	
	<b>G.A.B. Lobbying Project</b>	

New System Implemented	July 28th, 2010	
Training Material Complete	June 30 <sup>th</sup> , 2010	

## 6. Constraints

- None

## 7. Assumptions

- Current support resource available for questions.
- Use of current hosted (webhost4life.com) solution available with SQL Server, SQL Reporting, and .Net 3.5 Framework. If other G.A.B. systems need to be hosted and managed by G.A.B., DOA can look at setting up a dedicated G.A.B. hosted environment and the costs associated with that.
- DOA able to acquire additional resources to support this project.




## Statement of Work (SOW)

G.A.B. Lobbying Project

### 8. Roles/Required Resources (Rough Estimate)

DET Work Area/Staff Assigned	Role	Role Description	Est. Hours
DOA	Solution Architect	Provide overall solution architecture design.	120
DOA	Web Developer	Provide ASP.Net development	560
DOA	Data Developer – ETL	Provide SQL Reporting and other ETL work.	600
DOA	Infrastructure Support	Support Web Server (IIS), Database Server (SQL Server/Reporting Services)	240
John Becker Tommy Winkler Barbara Hansen Tracey Porter	Ethics Process Management	Collaborate and review the proposed solutions to improve issues with the current system.	240
G.A.B.	Testing/Verification Services	Assist in the verification of new software system requirements.	480

 <div> <div>DIVISION OF ENTERPRISE TECHNOLOGY</div> <div>Wisconsin, Department of Administration</div> </div>	<div>Statement of Work (SOW)</div> <div>G.A.B. Lobbying Project</div>
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### 8.1. Cost Summary

Business Team	Total Hours	Total Cost
G.A.B. Ethics Team	720	G.A.B. Rate
DOA Resources – Project*	1,280 @ \$78	\$99,840
DOA Support Premium Plan	480 @ \$78	\$37, 440 – Yearly Support. This would include infrastructure and software support.
DOA Support Basic Plan	120 @ \$78	\$9,360 – Yearly Software Support (10 hours per month average).
Estimated Total**		\$99,840 – Project

\*DOA will need to recruit for a Solution Architect position to provide this work. DOA would like to do this with the G.A.B. procurement process. DOA will facilitate the process and perform the interviews.

\*\*This is a time and material engagement; this is an estimate to not exceed this amount. G.A.B. will only be billed for the work needed to complete this project.

### 9. Acceptance Criteria

- Acceptable design to meet Ethics business requirements.

## Statement of Work (SOW)

G.A.B. Lobbying Project

### 10. Signature

Sponsor:

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Enterprise  
Technology:

Signature: \_\_\_\_\_

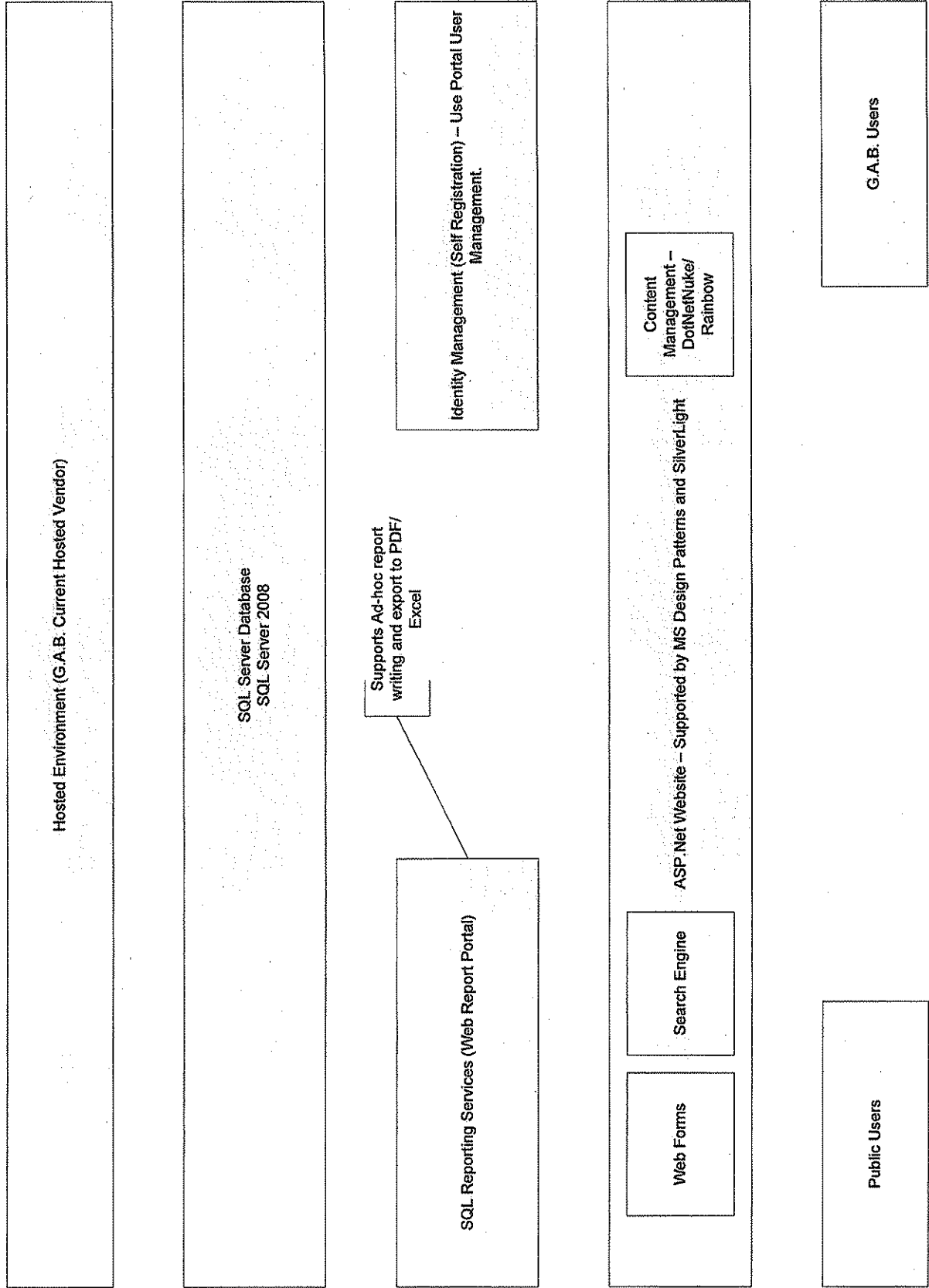
Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Please Indicate Support Plan: \_\_\_\_\_ None/Basic/Premium

Lobbying System Proposed System Design



Sharrie Hauge (WISC) | [Log Out](#)**RFS - Order Requisition**
[Go to List](#) | [Go to Work Items](#) | [Print](#) | [Page](#)
[Help](#)

ID: WISCJP00002733  
 Period: 02/15/2010 to 06/30/2010  
 Status: Halted  
 Next Step: Resume

Title: Systems Architect - 1  
 Service Type: Temp

Actions ▼

**Details****Accounting (USD)**

Rate Summary		
Rate Category / UOM	Requested Bill Rate	
ST / Hr	74.00	
OT / Hr	74.00	
On Call Rate / Hr	2.50	
Rates	Requested	
ST / Hr		
Final Bill Rate	1.00 - 74.00	
OT / Hr (Factor of ST)		
Pay Rate	0.00	
Factor	x 1.000	
Final Bill Rate	1.00 - 74.00	
On Call Rate / Hr		
Final Bill Rate	2.50 - 2.50	
Cost Allocation	%	Amount
GAB - Government Accountability Board (GAB)	100.000	94,720.74
<b>Total</b>	<b>100.000</b>	<b>94,720.74</b>
Target Bill Rate	(No Value)	
VMS PROGRAM OFFICE USE ONLY - Union Notification Date	01/22/2010	

**Posting Information**

Owner	Grassl, David
Program Coordinator	Robins, Sabrina
Distributor	Robins, Sabrina
Creator	Batchelor-Clark, Frank
Create Date	01/06/2010
Submit Date	01/22/2010 03:43 PM
Maximum Submissions per IT Services Supplier	2
Template Name	Systems Architect - 1

**Job Position Details**

Contractor Work Location	DOA - E Wilson Street
Location	DOA - E Wilson Street
Work Location	
101 E WILSON ST	
Madison	
WI	
USA	
53702	
Division	GAB - Government Accountability Board (GAB)
Labor Type	Technical
Positions Requested	1
Respond by Date	01/29/2010
Travel Time	0.000 %
Hours per Day	10
Hours per Week	65.79
Billable Per Diem	0.000 %
Estimated Additional Spend	0.000 %
Estimated Total Hours	1280.01
Estimated Expenses	0.000 %
Contractor Work Location Tax	0.000 %
Description	Systems Architect leads the design and development of web based business systems. Possesses experience in software design and development, RAD and/or Agile methodology, and understanding of web portal infrastructure. In addition, experience migrating classic ASP to ASP.Net, knowledge of open source portals such as Dotnetnuke and Rainbow, design patterns (MVC/MVVP), and project management. Possesses experience in design and integration of business applications and enterprise IT infrastructure. Designs IT infrastructure components and architecture. Experience with design and development of custom modules/solutions and the integration of these components with packaged solutions. Proven methodology experience for complex systems integration projects and demonstrated ability to achieve deliverables on time and on budget. Systems Architects capabilities with 8 or more years of experience, relies on experience and judgment to plan and accomplish goals, independently performs a variety of complicated tasks, a wide degree of creativity and latitude is expected.
Qualification	Rating

Copied from RFS - Order  
Requisition

Systems Architect - 1  
(WISCJP00002666)

#### Administration - Business Analysis

Gather and document requirements \* 4 (Very Strong) of 5 (Expert) and 5+ Yrs.

#### Administration - Project Management

Methodologies - Understanding of project management methodologies and experience with 'agile' \* 3+ Yrs.

#### Information Technology - Application Development

Classic ASP to ASP.Net Conversion Experience \* 4 (Very Strong) of 5 (Expert) and 4+ Yrs.

Design pattern usage (MVC, front controller) 5 (Expert) of 5 (Expert) and 2+ Yrs.

#### Information Technology - Applications

Web and client-server application development experience, including requirements gathering, design, \* 5+ Yrs.

#### Information Technology - Databases

MS SQL Server \* 4 (Very Strong) of 5 (Expert) and 5+ Yrs.

#### Information Technology - Languages/Tools

ASP.NET \* 5 (Expert) of 5 (Expert) and 5+ Yrs.

Silverlight Development 4 (Very Strong) of 5 (Expert) and 2+ Yrs.

VB.Net \* 5 (Expert) of 5 (Expert) and 5+ Yrs.

Web Services 4 (Very Strong) of 5 (Expert) and 5+ Yrs.

XML/XSL/XSLT \* 4 (Very Strong) of 5 (Expert) and 5+ Yrs.

#### Information Technology - Operating Systems

DotNetNuke Portal 4 (Very Strong) of 5 (Expert) and 2+ Yrs.

Rainbow Portal 4 (Very Strong) of 5 (Expert) and 2+ Yrs.

SharePoint 3+ Yrs.

#### Information Technology - Testing


Regression testing \* 5 (Expert) of 5 (Expert) and 5+ Yrs.


Testing Methods/Techniques Including Creation and Execution of Unit, System and User Acceptance Plan \* 5+ Yrs.

#### Team Foundation Server

Proven Development using Team Foundation Server \* 3+ Yrs.

Engagement End Date 08/31/2010

Estimated Project End Date  Other

Respond by Date and Time	1/29/10 @ 4:00pm CT
Type of Position	New Position - All Candidates will be considered based on qualifications & rate
Required Documents - CBA or CA (Continued Appropriateness Form) 	New or Re-bid Positions - Yes CBA - RFS is \$25,000 or more

## Comments

Entered	Name	Comment
01/22/2010 03:40 PM	Batchelor-Clark, Frank	Any questions regarding this posting (including hours per day / week) should be directed to the VMS office at 608-441-5729.
01/22/2010 03:27 PM	Winkler, Tommy	This solicitation is through June 30, 2010 but the project is budgeted through August 31, 2010.

## Attachments

Name	Description	Size (compressed)	Public
<a href="#">cba project summary.pdf</a>	Cost Benefit Analysis Project Summary	313.5 KB	No
<a href="#">doa-3821b cba financial info (4).xls</a>	Cost Benefit Analysis	39.2 KB	No
<a href="#">union notification for job posting wiscip0000.txt</a>		0.5 KB	No

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